

**UNITED STATES DEPARTMENT OF AGRICULTURE  
NATURAL RESOURCES CONSERVATION SERVICE  
WASHINGTON STATE**

**DOCUMENTATION CHECKLIST**

**DIVERSION (PS 362)**

**General Requirements**

1. All work performed complies with the practice standard	<input type="checkbox"/>
2. The practice is a planned component of a resource management system	<input type="checkbox"/>

**Data Collection**

3. All appropriate field data collection and testing have been completed (i.e.: surveying, soils, geologic, hydrologic and topographic data)	<input type="checkbox"/>
4. Data collected is in accordance with the National Engineering Manual policy	<input type="checkbox"/>

**Design**

5. All appropriate computations are made to support the practice (i.e. hydrology, hydraulics, soil mechanics, concrete design, and structure design)	<input type="checkbox"/>
6. Construction drawings and specifications are prepared that show and describe all features of the practice to be installed	<input type="checkbox"/>
7. Landowner review of construction drawings, specifications and O&M is completed and signature is obtained	<input type="checkbox"/>

**Construction**

8. The practice was installed in accordance with the landowner approved construction plans and specifications	<input type="checkbox"/>
9. Job diary or construction notes are completed describing construction activities and methods utilized to complete the practice	<input type="checkbox"/>
10. As-built drawings are completed showing the actual location, dimensions and materials of the practice installed	<input type="checkbox"/>

**Operation and Maintenance**

11. Operation and maintenance plan was explained and provided to landowner	<input type="checkbox"/>
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References	Location
National Engineering Manual (NEM)	NRCS Field Office
Field Office Technical Guide (FOTG)	<a href="http://www.wa.nrcs.usda.gov/FOTG/">www.wa.nrcs.usda.gov/FOTG/</a>
Engineering Field Handbook (EFH)	NRCS Field Office
Washington State Design Aides Handbook	<a href="http://www.wa.nrcs.usda.gov/Eng/DesignAids/index.htm">www.wa.nrcs.usda.gov/Eng/DesignAids/index.htm</a>

**Certified by:**

**Job Title:**

**Date:**